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Portsmouth, August 1, 2019

Susan White

Head of Customer Experience

Charter CARE Health Partners

7 Waterman Ave

North Providence, RI 02911

Dear Susan,

As someone who recognizes Charter CARE Health Partners as the premier Health and Human Service Agency in the East Bay, I was thrilled to see an opening for a Medical Receptionist position with your company. With my 5+ years of experience as a receptionist, I am confident in my ability to provide accurate and timely communication to patients and visitors in a courteous and respectful manner for Charter CARE Health Partners.

In the job listing, you state that you're looking for a skilled receptionist to be responsible for warmly greeting clients upon arrival, creating an inviting reception area, and entering data into your record system. In my current position with Lifespan, I ran the front desk of a 10 person primary care office and acted as a liaison between physician and patient walk-ins requiring immediate appointments. I also created an automated system to update how we schedule appointments and transportation for patients. My automation process cut down on missed visits and overbooking by 40%. I'm sure this experience will result in similar results for Charter CARE Health Partners.

I am impressed with the quality of the care you provide your patients and the atmosphere you create in your offices. Being part of your team and continuing to help with this mission would be a dream opportunity for my career development.

Can we schedule a meeting or a call to discuss solutions for optimizing reception processes at Charter CARE Health Partners while retaining your client satisfaction metrics?

Thank you,

Jason V. Cross

401-924-6107

jason.cross@gmail.com

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D Siedentop

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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The Everything Guide to Getting Published Randy Landenheim-Gil, 2011-12-15 You've always wanted to be an author. And now you're ready to get started. But getting that manuscript written and published is not so easy. In this guide, you'll find the expert advice of industry insiders, editors, agents, and successful authors. You'll learn tips and tricks about submissions, how to write a killer query, and even how to navigate the uncertain waters of self-publishing and e-books. Whether you're a beginner or an experienced writer, here is everything you need to take an idea to the printed page, including guidance on planning a writing career and building a platform. Surefire ways to get a submission taken seriously. Contract negotiation tips from the pros. An in-depth exploration of self-publishing and e-books. This essential guide also includes an exclusive link to a FREE get published webinar sponsored by the prestigious writing magazine *Writer's Digest*. This multimedia package is loaded with insider tips and professional techniques all you need to turn writing from a hobby into a profession. The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter. You're Hired! Compelling Covering Letters Jude Hanley, Liz Dinse, 2024-01-01 This book is a must. Packed full of top tips in an easy-to-digest format. Chris Targett, RCDP Chair of the Careers Writers Association. Harness the power of AI to transform your covering letter stress to application success. Are you puzzled by job adverts that request a covering letter with your CV? Experts Liz Dinse and Jude Hanley guide you step by step through the process of planning, writing, and submitting a captivating covering letter. A significant factor in the success of your job search, a great covering letter will allow you to initiate a conversation with your potential employer and express your enthusiasm for the role. Packed with essential examples and expert tips to make your letter stand out, inside you'll find advice on how to use AI writing tools effectively. Accessible and actionable advice for job seekers at all levels. Example letters for a range of circumstances. Advice on how and when to disclose personal information. This indispensable guide will help you gain a competitive edge and get you shortlisted for that crucial job interview. **How To Write A Cover Letter:**

Cover Letter Examples Brian Smith, The book *How To Write A Cover Letter: Cover Letter Examples* provides a comprehensive guide on crafting effective cover letters. It covers various aspects of writing a cover letter, from understanding the job description and tailoring it to the specific requirements, to showcasing skills, addressing employment gaps, and concluding the letter professionally. The book also discusses cover letter formatting, proofreading, and editing, along with providing examples and templates for different scenarios. It emphasizes the importance of follow-up after submitting a cover letter and provides guidance on submitting via email, online portals, or physical mail. Overall, this book aims to assist readers in creating compelling cover letters that grab the attention of employers and increase the chances of securing an interview.

Topline, Bottom Line: A Simple, Brief, Comprehensive, and Irreverent Writing Guide for Professionals Robert Levine, 2017-11-19 *Topline Bottom Line* opens by stressing the importance of good writing to business in the Information Age.

Part One devotes a chapter each to grammar spelling punctuation accuracy of word choice the impact of word choice on writing s tone or style structuring sentences and paragraphs organizing documents and the composition process Part Two presents strategies for the most common types of business writing resum s and cover letters other correspondence company newsletter articles descriptive writing like instructions and job descriptions expository writing such as project reports and employee reviews and persuasive writing like proposals The conclusion asserts that words convey information as definitively as numbers requiring an equal level of precision in their use it also counsels that writing is an art not a science because only the unique circumstances of each writing situation determine what works best for that situation **Vault Guide to**

Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source The Idealist Guide to Nonprofit Careers for First-time Job Seekers Meg Busse, 2008 *The Little*

Guide to Getting Your Journal Article Published John Bond, 2022-11-14 Writing and publishing are at the heart of most academic and research pursuits Many potential authors however feel lost in the seemingly Everest climbing like process There is little formal education that authors receive during their education The Little Guide to Getting Your Journal Article Published seeks to pull back the curtain on the process and provide essential information to lead authors to their goals The Little Guide answers all of a novice author s questions in a direct and useful fashion The book can be read all the way through or serve as a spot reference guide as authors wind their way through the process The book is divided into 29 short focused chapters Sections include Getting Started Selecting Potential Journals for Submission Writing Your Article Submitting Your Article and Publication at Last *Incorporate Your Business* Anthony Mancuso, 2021-06-29 This is a

comprehensive but easy to use guide for anyone who wants to form a corporation in any state This edition is updated to cover all changes to state federal and tax law **Australian Resumes For Dummies** Amanda McCarthy, 2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today s new job search environment Whether you re entering the job market for the first time changing jobs or changing careers Australian Resumes For Dummies shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd

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Research scientists play a pivotal role in society Their passion for science will drive them forward leading to new discoveries

that will ultimately make the world a better place Unfortunately as the professional environment becomes more and more competitive research scientists today cannot just rely on technical knowledge to carve successful careers Besides technical skills they will need to acquire other skills such as how to communicate their science to the outside world A Survival Guide for Research Scientists is a one stop shop that will help you to develop those core skills not often taught at school or university The book has been written by an author with more than 20 years of scientific research experience across different scientific disciplines She has not only been a research scientist but also a writer a consultant a sole trader and a project manager A Survival Guide for Research Scientists takes on a holistic approach in order to help you pave the way for success As such it features practical guidelines on how to conduct your scientific research how to do literature review design experiments adopt best practice ensure health and safety etc write and edit reports bid proposals peer review publications etc interact with the outside world be a team leader manage a project network deal with difficult people do presentations organise meetings etc look after your career and get your dream job look after yourself and how to manage stress look for a job develop your CV prepare for interviews etc become self employed and achieve business success deal with redundancy and move forward in life etc Whatever your scientific background may be this book is the perfect accompaniment to guide you at every stage of your career

Management Fundamentals Robert N. Lussier, 2023-02-21 Packed with experiential exercises self assessments and group activities Management Fundamentals Concepts Applications and Skill Development Tenth Edition develops essential management skills students can use in their personal and professional lives Bestselling author Robert N Lussier uses the most current cases and examples to illustrate management concepts in today's ever changing business world This fully updated new edition provides in depth coverage of key AACSB topics such as diversity ethics technology and globalization New to this Edition New Cases New and expanded coverage of important topics like generational differences sexual harassment AI cybersecurity entrepreneurial mindset managing change and emotional intelligence Fully updated Trends and Issues in Management sections in each chapter Hundreds of new examples statistics and references so your students are exposed to the latest thinking in management Key Features Case studies highlight contemporary challenges and opportunities facing managers at well known organizations such as IKEA LG Alibaba and Buco's Trends and Issues section explore timely topics such as the changing nature of work managing multiple generations and virtual teams Self Assessments help readers gain personal knowledge of management functions in the real world and provide opportunities for readers to learn about their personal management styles and apply chapter concepts Skill Builder Exercises develop skills readers can use in their personal and professional lives Ideas on Management chapter opening cases highlight real companies and people and are revisited throughout the chapter to illustrate and reinforce chapter concepts Case studies ask readers to put themselves in the role of a manager to apply chapter concepts and consider issues facing real organizations

Life and Love Zosia Zaks, 2006 Describes and suggests concrete ways to deal with challenges

that may arise in areas of both daily life and love covering everything from grocery shopping to getting along better with family members Understanding the special relationship between self esteem and success at independence the author s advice is based very purposefully on autistic strengths and reflects the belief and hope that autistic adults can both contribute to and enjoy all life has to offer From publisher description Manual for Signing and Pavement Marking of the National System of Interstate and Defense Highways American Association of State Highway Officials,1961 **A Short Guide to Writing about Biology** Jan A. Pechenik,2024-11-20 For almost four decades A Short Guide to Writing About Biology has been an indispensable resource Noted biologist Jan Pechenik guides readers in acquiring the skills necessary to become critical thinkers and accomplished writers Biology is a way of thinking about the world it is also about communicating information accurately logically clearly honestly and concisely The tenth edition outlines all aspects of writing well while also providing readers with procedures for developing strong research questions logically explaining findings and supporting claims with evidence All good writing involves both a struggle for understanding and a struggle to express that understanding The author delivers sage advice in an accessible entertaining style to help readers learn to write compelling papers and to enhance their understanding *Skills for Success* Karen E. Wolffe,1999 This innovative handbook offers special education teachers career counselors and parents a comprehensive range of tested techniques and strategies to help youngsters who are blind or visually impaired begin to build the skills they need for successful careers It introduces specific activities for preparing visually impaired children from preschoolers through middle school for the next level of schooling and to become independent in daily life confident about their career choices and skillful on their future jobs *A Practical Introduction to Survey Design* Haydn Aarons,2020-12-02 This is your definitive guide to designing your social survey It includes all the knowledge and skills you need to plan your survey with confidence and ease Every step of survey design from developing your questions to administering your survey and preparing your data for analysis is explained in easy to follow language It features Case studies demonstrating how effective surveys are conducted in real life Clear advice on how to design an ethical social survey Practical exercises to help you construct your survey Suggestions for further reading taken from cutting edge multidisciplinary sources The book also comes with a host of useful online resources including templates and reflective questions to help strengthen your understanding and apply your new found knowledge **British Postal Guide** Great Britain. Post Office,1910

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